



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Community Affairs, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Affordable Housing Disposition Program (AHDP) Compliance Reports		5 years		Temporary-Short Term		98-0007
Affordable Housing Disposition Program (AHDP) Compliance Reports		5 years		Temporary-Short Term		98-0007
Affordable Housing Federal Compliance Reports		Retain for length of loan plus 3 years		Temporary-Short Term		0428-020
Affordable Housing Projects Master Files		Retain for 35 years after close		Temporary - Long Term		0428-019

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Affordable Housing/HOME HTF Projects and Loans		Length of loan plus 5 years		Temporary - Long Term		0428-016
AmeriCorps Program Records		7 years after submission of final expenditure report		Temporary - Short Term		0428-023
Annexation Reports		Permanent		Permanent		0428-010
ARC Revolving Loan Fund Program		10 years after end of the calendar year in which the loan is paid in full		Temporary-Short Term		0428-026
Authorities Registration Files	Annual Authorities Registration Form with original signatures, copy of resolutions, certification letters, and other related correspondence	20 years		Temporary-Long Term		2000-0009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Background Investigation Files	Consent forms and resulting background investigation reports	3 years		Temporary-Short Term		99-0005
Bond Administration Files		40 years		Temporary-Long Term		98-0013
Bond Allocation Program		Retain for life of bond plus 5 years		Temporary-Short Term		0428-012
Cancelled and Rejected Underwriting Packages	Underwriting documents related to the review and rejection or cancellation of Single Family Program Loans	2.5 years		Temporary-Short Term		97-0003
CDBG Audits	Documents the audit process for federally funded Community Development Block Grant (CDBG) program	20 years from the end of the calendar year in which the audit is completed	24 CFR 570.490(d)	Temporary-Long Term		0428-037

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
CHDO Operating Assistance Program-Non Selected Applications	Applications not funded	5 years from the end of the fiscal year in which the application is submitted		Temporary-Short Term		0428-032
CHDO Operating Assistance Program-Selected Applications	Applications funded	5 years from the end of the fiscal year in which final disbursement is made on the loan		Temporary-Short Term		0428-031
CHDO Pre-Development Loan Program-Non Selected Applications	Documents relating to pre-development applications which were not funded	5 years from the end of the fiscal year in which the application is submitted		Temporary-Short Term		0428-030
CHDO Pre-Development Loan Program-Selected Applications Not Resulting in Construction Project	Documents relating to pre-development loans made which did not result in a construction and permanent loan from DCA	5 years from the end of fiscal year of forgiveness of the pre-development loan or full payment of pre-development loan		Temporary-Short Term		0428-029

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
CHDO Pre-Development Loan Program-Selected Applications Resulting in Construction Project	Documents relating to pre-development loans made which resulted in a construction project and permanent loan from DCA	5 years from the end of the fiscal year in which the construction loan converts to a permanent loan		Temporary-Short Term		0428-028
Commissioner's Subject Files	Documents relating to formulating and administering policies, procedures, and programs	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	80-232

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Community Development Block Grant (CDBG) Closed Projects	One of the grant programs DCA administers is the federally funded Community Development Block Grant (CDBG) Program. The CDBG program provides matching funds to assist a wide range of eligible activities including housing improvement, public facilities, and buildings such as local health centers and economic development projects. These records document the completed grant projects funded by the program.	20 years		Temporary-Long-Term		0428-049

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Community Development Block Grant (CDBG) Denied Applications	These records document applications for CDBG funding which are denied by the program. Records include denial letters, grant applications, application completeness checklists, review forms, low and moderate income analysis, match and leverage data, public facility review worksheets, and other related correspondence.	10 years		Temporary-Short Term		0428-050
Community HOME Investment Program (CHIP) Closed Project Files		15 years after project completion date		Temporary-Long Term		0428-014

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Community Housing Development Organization (CHDO) Designation and Renewal Applications	The Office of Special Housing Initiatives provides non-profit agencies with the designation of CHDO, which provide them with the opportunity to apply for HOME funds which are set aside for CHDOs. This schedule documents those applications and associated records.	Retain 5 years from the end of the fiscal year in which the application was received.		Temporary-Short-Term		0428-057
Community Planning and Development (701) Program Files		1 year		Temporary-Short Term	Transfer to Archives for permanent retention	74-7

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Comprehensive Plans	A comprehensive plan is the result of a community-based planning process that draws on the general public, stakeholders, and experts in order to shape and guide growth and development with the county. Local governments in Georgia are required, by O.C.G.A. 50-8-7.1, to submit a comprehensive plan to the department every ten years.	Permanent		Permanent	Transfer to Archives.	0428-054

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Downtown Development Administrative and Training Files	The Office of Downtown Development coordinates the Georgia Main Street and Better Hometown programs. These programs assist Georgia cities and neighborhoods in the development of their core commercial areas. These records document program administration and training.	6 years from the end of the fiscal year in which documents are received or created		Temporary-Short Term		0428-044

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Downtown Development Design Assistance Materials	The Office of Downtown Development coordinates the Georgia Main Street and Better Hometown programs. These programs assist Georgia cities and neighborhoods in the development of their core commercial areas. These records document proposed changes and actual property improvements in participating communities.	Permanent		Permanent	Transfer to Archives for permanent retention	0428-045

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Downtown Development Program Assessment Files	The Office of Downtown Development coordinates the Georgia Main Street and Better Hometown programs. These programs assist Georgia cities and neighborhoods in the development of their core commercial areas. These records document the program assessment process.	7 years from the end of the fiscal year in which documents are received or created		Temporary-Short Term		0428-042

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Downtown Development Research and Best Practices Files	The Office of Downtown Development coordinates the Georgia Main Street and Better Hometown programs. These programs assist Georgia cities and neighborhoods in the development of their core commercial areas. These records document the research and best practices process.	10 years from the end of the fiscal year in which documents are received or created.		Temporary-Short Term		0428-043

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Downtown Development Revolving Loan Fund	The purpose of the Downtown Development Revolving Loan Fund (DD RLF) is to assist cities, counties, and development authorities in their efforts to revitalize and enhance downtown areas by providing below-market rate financing to fund capital projects in core historic downtown areas and adjacent historic neighborhoods where DD RLF will spur commercial redevelopment.	10 years from the end of the calendar year of loan pay-off		Temporary-Long Term		0428-047
Emergency Shelter Grants Program (ESGP) Files		4 years	24 CFR 576.87	Temporary-Short Term		97-0004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Empowerment Zone/Renewal Community Program	Documents relating to the Empowerment Zone program	13 years	7 CFR 25.606	Temporary-Short Term		0428-039
Existing Housing Program-Ineligible Applicant Files	Documents relating to ineligible applicants	3 years		Temporary-Short Term		84-36-A
FDIC Compliance Reports		2 years after end of affordability period		Temporary-Short Term		0428-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Commission for Service and Volunteerism (GCSV) Program Files	The GCSV administers grants from the Corporation for National and Community Service designed to support local volunteer efforts in the state. Grants administered include Learn & Serve America, AmeriCorps VISTA, Hands on Georgia, and the Georgia State Challenge Grant.	Retain 5 years after submission of final expenditure report.		Temporary-Short-Term		0428-055
Georgia Dream Single Family Development Program-Non Selected Applications	Applications not funded	5 years from the end of the calendar year in which the application is submitted		Temporary-Short Term		0428-034

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Dream Single Family Development Program-Selected Applications	Applications funded	5 years from the end of the calendar year of the project completion date or 5 years from the affordability period terminates		Temporary-Short Term		0428-033
Georgia Energy Fund Program Files	Documents relating to providing Georgia Energy Fund loans or combination loan/grants to housing owners for energy conservation improvements	9 years		Temporary-Short Term		89-069
Georgia Future Communities Commission Administrative Files		10 years		Temporary-Short Term	Transfer to Archives for permanent retention	2000-017-01
Georgia HAP Administrators QC Reviews		3 years after termination of HAP subcontract	CFR 24.85.42	Temporary - Short Term		0428-011

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Georgia Initiative for Community Housing (GICH)	GICH offers communities a three year program of collaboration and technical assistance relating to housing and community development. The objective of GICH is to help communities create and launch a locally based plan to meet their housing needs.	5 years from the end of the fiscal year in which the participant completes the 3 year program		Temporary-Short Term		0428-046
Governor's Emergency Fund Program Files		10 years		Temporary-Short Term		97-0040
HCV Homeownership Program	Documents relating to the Housing Choice Voucher (HCV) for Homeownership Program	3 years from the end of the calendar year that client no longer participates in the program	24 CFR 982.158(e)	Temporary-Short Term		0428-041

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Healthy Marriage Initiative	The Office of Special Housing Initiatives provides eligible applicants with funds to promote marriage as a viable option for low and moderate income Georgians through improved perceptions, attitudes, and skills for developing a healthy marriage. This schedule documents the records associated with that funding.	Retain for 6 years after the end of the calendar year in which the final expenditure report was submitted.		Temporary-Short-Term		0428-056
HOME Access Program		Retain until Nov 15, 2014		Temporary-Short Term		0428-006
HOME Again Program		7 years		Temporary - Short Term		0428-007
Home Buyer Education Agreements		3 years		Temporary - Short Term		0428-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Home Equity Conversion Mortgages (HECM)		40 years		Temporary - Long Term		0428-001
HOME Program - General Files	Documents tracking fund allocation and disbursement for the HOME Investment Partnership program (HOME)	7 years from the start of the fiscal year in which funds were received by DCA	24 CFR 92.508(c)	Temporary-Short Term		0428-040
Housing Counseling Agreements		4 years		Temporary - Short Term		0428-004
Housing Opportunities for Persons with AIDS (HOPWA) Program Files		4 years		Temporary-Short Term		98-0009
Housing Quality Standards Inspections Files		3 years		Temporary-Short Term		97-0013
Insurance Policy Declarations		50 years		Temporary-Long Term		98-0047

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Insurance Policy Files		6 years		Temporary-Short Term		98-0048
Internal Revenue Service (IRS) 1099-MISC Forms		7 years	26 CFR 301.6511(d)	Temporary-Short Term		98-0008
Journal Entries Files	Posting on all the financial transactions for the Authority	10 years		Temporary-Short Term		85-26
Latin American and Canadian Affairs Unit Subject Files	Documents relating to over-all administration of the Latin American and Canadian Unit and its work in developing economic contacts with Latin American and Canadian businesses	1 year		Temporary-Short Term		74-34

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Latin American Trade Mission Program Files	Documents relating to the planning and conduct of trade missions to Latin America	3 years		Temporary-Short Term	Transfer to Archives for permanent retention	74-35
LIHTC Records of Non-compliance (8823s)		Retain for 6 years after close		Temporary - Long Term		0428-018
LIHTC/HOME Working Files		4 years		Temporary - Short Term		0428-021
Loans for Industry Program Files	Rejected applicants and associated paperwork	5 years		Temporary-Short Term		2001-003-01
Local Assistance Grant Program Files		10 years		Temporary-Short Term		97-0042
Local Development Fund Grant Files		10 years		Temporary-Short Term		97-0041
Local Government Surveys	Completed survey forms	5 years for finance surveys; 3 years for all other surveys		Temporary-Short Term		97-0015

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Low Income Housing Tax Credit Compliance Reports		4 years		Temporary-Short Term		97-0020
Mortgage Accounting Journals		Copies 2 years; Microfilm 8 years		Temporary-Short Term		98-0054
Mortgage Deposit Tickets	Copies of mortgage deposit tickets and deposit summary statements	2.5 years		Temporary-Short Term		98-0050
Mortgage Deposit Tickets		5 years		Temporary - Short Term		0428-002
Mortgage Escrow Analysis Statements	Copies of mortgage escrow analysis statements, which are mailed to each State Home Mortgage borrower	7 years		Temporary-Short Term		98-0005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Mortgage Interest Statements (IRS Form 1098)	Copies of mortgage interest statements (IRS Form 1098) which are mailed to each mortgagee serviced by State Home Mortgage	7 years		Temporary-Short Term		98-0004
Mortgage Servicer Ledgers Reports		5 years		Temporary-Short Term		89-094-A
OneGeorgia Authority Program Files	Documents the programs of the OneGeorgia Authority which utilizes one third of the state's tobacco settlement to assist Georgia's economically challenged areas. Programs include the AirGeorgia fund, the BRIDGE fund, the EDGE fund, the ESB fund, the Equity fund, and the Strategic Industries Loan fund.	Retain for 3 years after submission of the final expenditure report.		Temporary-Short-Term		0428-052

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
OneGeorgia Authority Programs - Denied Applications	The schedule documents the denied or withdrawn applications of the OneGeorgia Authority programs.	Retain for 6 years after the end of the calendar year in which the applications was received.		Temporary-Short-Term		0428-053
Permanent Supportive Housing Program-Non Selected Applications	Applications not funded	5 years from the end of the calendar year in which the application is submitted		Temporary-Short Term		0428-036
Permanent Supportive Housing Program-Selected Applications	Applications funded	5 years from the end of the calendar year of the project completion date		Temporary-Short Term		0428-035

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Regional Commission Comprehensive Annual Financial Reports	DCA contract annually with the twelve regional commissions in the state to carry out various activities related to implementing the Georgia Planning Act. Each regional commission must keep "books of account reflecting all funds received, expended, and administered by the regional commission which shall be independently audited at least once in each fiscal year during which a regional commission functions". The regional commissions are required to submit to DCA an annual financial report,	8 years		Temporary-Short Term		99-0020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
	which is prepared and certified by an independent certified public accountant.					
Regional Commission Contract Files	DCA contracts annually with the twelve regional commissions in the state for carrying out various activities related to implementing the Georgia Planning Act. Contracts are awarded for non-discretionary services and discretionary services. The non-discretionary services contracts provide a fixed amount to perform services mandated by the Georgia Planning Act. The discretionary services contracts are awarded on a competitive basis.	6 years		Temporary-Short Term		99-0019

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Regional Commission GHFA Housing Contracts	The Office of Special Housing Initiatives provides regional commissions with funding to implement planning and educational activities to assist local communities in addressing affordable housing needs. This schedule documents the records associated with that funding process.	Retain for 5 years from the end of the state fiscal year in which the activity was funded.		Temporary-Short-Term		0428-058
Rejected Affordable Housing Applications		6 years		Temporary-Short Term		0428-015
Rejected Affordable Housing Applications		4 years		Temporary-Short Term		97-0001M
Rejected Local Development Fund Applications		3 years		Temporary-Short Term		97-0039

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rental Assistance Claim Files		7 years		Temporary-Short Term		84-0037-A
Rental Assistance Contract Files (Field Offices)		3 years		Temporary-Short Term		97-0038
Rental Assistance Fraud Files	Documents fraud investigations of Section Eight (8) Existing Housing Assistance Program participants by Rental Assistance Compliance Officers	4 years	O.C.G.A. 17-3-1(c)	Temporary-Short Term		0428-038
Rental Assistance Informal Hearing Files		3 years		Temporary-Short Term		97-0014
Rental Assistance Probability Files		3 years		Temporary-Short Term		97-0011
Rental Assistance Program Financial and Management Computer Reports	All financial records of rental assistance that are on printouts	6 years		Temporary-Short Term		84-103

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rental Assistance Promissory Notes		3 years		Temporary-Short Term		97-0012
Rental Rehabilitation Program Satisfied Loans		3 years		Temporary-Short Term		98-0010
Rural Housing Development Fund Program - Selected Unfunded	The RRHDF program provides locans for the development of up to ten units of affordable rent housing. This schedule documents those applications that were selected for inclusion in the program, but were un-funded.	5 years from the end of the calendar year in which the application was received	24 CFR 92.508(c)	Temporary-Short-Term		0428-048
Rural Rental Housing Development Fund - No Project Application Received		5 years		Temporary - Short Term		0428-008

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rural Rental Housing Development Fund - Selected Loan Applications		24 years		Temporary - Long Term		0428-009
Rural Rental Housing Development Fund - Unselected RFQ Responses		5 years		Temporary - Short Term		0428-005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Service Delivery Strategies	The purpose of the Service Delivery Strategy is to provide a flexible framework for local governments and authorities to agree on service delivery agreements; to minimize any duplication of competition between those providing services; and to provide a method of resolving disputes among service providers regarding service delivery, funding equality, and land use.	10 years		Temporary-Short-Term		0428-051
Single Family Lender and Servicer Files		40 years		Temporary-Long Term		97-0035

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Funded Economic Development Programs-Denied Applications	Documents denied or withdrawn applications for the programs of the Office of Economic Development	6 years after the end of the calendar year in which the application is denied		Temporary-Short Term		0428-027
State Home Mortgage Foreclosed Loans	State Home Mortgage was created by the Georgia Housing and Finance Authority (GHFA) in 1994 to provide in-house loan servicing capabilities for Authority financed single family and multifamily mortgage loans; this schedule documents the foreclosed loans.	7 years after the end of the calendar year in which the loan is foreclosed		Temporary - Short Term		0428-025
State Home Mortgage Paid-Off Loan Files		Life of mortgage plus 4 years		Temporary-Long Term		98-0012-02

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Home Mortgage Paid-Off Loans		7 years		Temporary-Short Term		0428-013
State-Funded Economic Development Programs Records	Documents the programs of the Office of Economic Development which provide state funded grants and tax credits to local governments, development authorities, regional development centers, and businesses.	15 years after submission of final expenditure report		Temporary - Long Term		0428-024
Tax Credit Allocation Files		35 years		Temporary-Long Term		97-0005M
Tax Credit Allocations		35 years		Temporary - Long Term		0428-022

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Tourism Prospects Files	Documents relating to tourist attractions, consultants, and travel investment prospects	1 year		Temporary-Short Term	Transfer to Archives for permanent retention	73-577
Tourism Research Information Files	Documents relating to tourist attractions and tourism generally	5 years		Temporary-Short Term	Transfer to Archives for permanent retention	73-576